



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Epidemiologist Manager

Posting Number

PN# 110028

Department

Health & Human Services

Division

Office of Surveillance & PH Preparedness

Section

Epidemiology Section

Reporting Location

8000 N Stadium Dr., 4<sup>th</sup> Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Directs and manages the work of Epidemiologist Supervisors, GIS Analysts and Staff Epidemiologists in disease control and intervention programs. Sets work priorities and evaluates outcomes in line with program goals. Reports to the Bureau Chief of Epidemiology regarding overall work progress and needs of field programs.

### CORE FUNCTIONS

- Builds a strong chronic disease program for the department using resources that exists in the community and the department.
- Provides directions and policies for Public Health Investigator Supervisors.
- Monitors field investigative procedures and Public Health Investigators activities to insure compliance with established Quality Assurance Guidelines for Public Health Investigators.
- Develops and ensures implementation of appropriate training as needed for disease intervention staff.
- Conducts performance evaluation of Public Health Investigator Supervisors and appropriate career conferences and interviews to ensure the work programs are accomplished.
- Evaluates statistical and administrative reports to determine problem areas and provides program direction to subordinates.
- Provides recommendations to program administrator to ensure utilization of disease intervention resources.

### WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Master's degree in Epidemiology or in Public Health with emphasis in Epidemiology or related biological, medical or public health fields.

### MINIMUM EXPERIENCE REQUIREMENTS

Eight (8) years of professional experience in epidemiology or public health after completion of the required Master's degree and four (4) of the years in a supervisory role. Advanced degrees, such as PhD in Public Health with emphasis in Epidemiology or related fields, e.g., Dr. in P.H., DVM, MD or equivalent, will substitute for two (2) years of the experience requirement.

### MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

### PREFERENCES

None

### SELECTION/SKILLS TESTS REQUIRED

None

### SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

### SALARY INFORMATION

#### GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

#### Salary Range - Pay Grade 27

\$2,233 - \$2,388 Biweekly \$58,058 - \$62,088 Annually

### OPENING DATE

April 19, 2006

### CLOSING DATE

Open Until Filled

### APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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